

**Handout A**  
**List of GSA Multiple Award Schedules (47)**  
**Updated: 2/25/2010**

|          |  |
|----------|--|
| 00CORP   | THE CONSOLIDATED SCHEDULE  |
| 00JWOD   | NIB/NISH PRODUCTS  |
| 03FAC    | FACILITIES MAINTENANCE AND MANAGEMENT  |
| 23 V     | VEHICULAR MULTIPLE AWARD SCHEDULE (VMAS)   |
| 26 I     | TIRES, PNEUMATIC (NEW), FOR PASSENGER, LIGHT TRUCK, MEDIUM TRUCK, AND BUS, AND RETREAD SERVICES                  |
| 36       | THE OFFICE, IMAGING AND DOCUMENT SOLUTION  |
| 48       | TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS  |
| 51 V     | HARDWARE SUPERSTORE  |
| 56       | BUILDINGS AND BUILDING MATERIALS/INDUSTRIAL SERVICES AND SUPPLIES  |
| 58 I     | PROFESSIONAL AUDIO/VIDEO, TELEMETRY/TRACKING, RECORDING/REPRODUCING AND SIGNAL DATA SOLUTIONS                    |
| 65 I B   | PHARMACEUTICALS AND DRUGS  |
| 65 II A  | MEDICAL EQUIPMENT AND SUPPLIES   |
| 65 II C  | DENTAL EQUIPMENT AND SUPPLIES  |
| 65 II F  | PATIENT MOBILITY DEVICES   |
| 65 V A   | X-RAY EQUIPMENT AND SUPPLIES   |
| 65 VII   | INVITRO DIAGNOSTICS, REAGENTS, TEST KITS AND TEST SETS   |
| 66       | SCIENTIFIC EQUIPMENT & SERVICES  |
| 66 III   | CLINICAL ANALYZERS, LABORATORY, COST-PER-TEST  |
| 67       | PHOTOGRAPHIC EQUIPMENT - CAMERAS, PHOTOGRAPHIC PRINTERS AND RELATED SUPPLIES & SERVICES (DIGITAL AND FILM-BASED) |
| 70       | GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES                              |
| 71 I     | OFFICE FURNITURE   |
| 71 II    | HOUSEHOLD AND QUARTERS FURNITURE   |
| 71 II H  | PACKAGED FURNITURE   |
| 71 II K  | COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS)   |
| 71 III   | SPECIAL USE FURNITURE  |
| 71 III E | MISCELLANEOUS FURNITURE  |
| 72 I A   | FLOOR COVERINGS  |
| 72 II    | FURNISHINGS  |
| 73       | FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES                               |
| 75       | OFFICE PRODUCTS/SUPPLIES AND SERVICES AND NEW  |

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PRODUCTS/TECHNOLOGY

|        |  |
|--------|--|
| 76     | PUBLICATION MEDIA  |
| 78     | SPORTS, PROMOTIONAL, OUTDOOR, RECREATION, TROPHIES AND SIGNS   |
| 81 I B | SHIPPING, PACKAGING AND PACKING SUPPLIES   |
| 84     | TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE |
| 520    | FINANCIAL AND BUSINESS SOLUTIONS (FABS)<br>[See also GSA BPAs for Credit Monitoring Services and Independent Risk Analysis Services]       |
| 541    | ADVERTISING & INTEGRATED MARKETING SOLUTIONS (AIMS)  |
| 599    | TRAVEL SERVICES SOLUTIONS<br>[See also GSA BPAs for Emergency Lodging Services]  |
| 621 I  | PROFESSIONAL AND ALLIED HEALTHCARE STAFFING SERVICES   |
| 621 II | MEDICAL LABORATORY TESTING AND ANALYSIS SERVICES   |
| 736    | TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS)  |
| 738 II | LANGUAGE SERVICES  |
| 738 X  | HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES  |
| 751    | LEASING OF AUTOMOBILES AND LIGHT TRUCKS  |
| 871    | PROFESSIONAL ENGINEERING SERVICES  |
| 874    | MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)  |
| 874 V  | LOGISTICS WORLDWIDE (LOGWORLD)   |
| 899    | ENVIRONMENTAL SERVICES   |

To see the current list of all GSA Schedules, go to <http://www.gsaelibrary.gsa.gov> and click on "View schedule contracts" from the menu bar on the right side of the page.

## Handout B: Some Services SINs on GSA Multiple Award Schedules<sup>1</sup>

For more information on these Schedules/SINs, see:

<http://www.gsaelibrary.gsa.gov>

then select the Schedule number (03FAC, 899, etc.) from the *Quick Schedule* pull-down menu in the upper right corner of the screen.

(Latest FedBizOps RFP posting date is shown after Schedule name.)

### **(00CORP) Consolidated Schedule (6/21/2007) #5**

<http://www.gsa.gov/consolidated>

All Schedules below indicated with an asterisk (\*) are part of the Consolidated Schedule. The corresponding Consolidated Schedule SIN is shown below [in square brackets].

In addition to the services shown with an asterisk on this handout, Consolidated includes Schedule 76 Publication Media, a product Schedule outside the scope of this handout.

### **\*(03FAC) Facilities Maintenance and Management (7/17/2009) #13**

<http://www.gsa.gov/cfmhservices>

- 003-97 Ancillary Repair and Alterations
- 371-1 Grounds Maintenance [C S208]
- 371-2 Tree Planting/Trimming/Removal [C S208]
- 371-3 Pest Control [C S207]
- 371-4 Cemetery Maintenance
- 541-1 Independent Elevator Inspection Services [C J039]
- 561-1 Fire Alarm System Preventive Maintenance & Repair Services [C J042]
- 561-2 Water Based Fire Suppression System Preventive Maintenance & Repair Services
- 801-1 Surface Preparation [C J099]
- 801-2 Application of Chemical Compounds [C J099]
- 811-1 Elevator and Escalator Preventative Maintenance [C J039]
- 811-2 Complete Facilities Maintenance [C S216]
- 811-3 Complete Facilities Management [C S216]
- 811-4 Electrical, and All Utility Services - Limited to Facility Maintenance [C S112]
- 811-5 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance [C J041]
- 811-6 Facilities Maintenance and Management Consulting
- 812-1 Dry Docking Services
- 812-2 Dockside Maintenance and Repair Services
- 871-200 Energy Management Program Support [C R799A]
- 871-201 Energy Audit Services [C R799A]
- 871-202 Energy Management Planning and Strategies
- 871-203 Training on Energy Management
- 871-204 Metering Services
- 871-205 Energy Program Support Services
- 871-206 Building Commissioning Services
- 871-207 Energy Audit Services
- 871-208 Resource Efficiency Management
- 871-209 Innovations in Energy
- 871-210 Water Conservation

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<sup>1</sup>[daniel.briest@gsa.gov](mailto:daniel.briest@gsa.gov), updated 2/25/2010. List does not include product SINs or “other”/ancillary (e.g., installation) services tied to Schedule products/systems. Any separate SINs for “Other Direct Costs,” “Support Products,” “New Services,” BPAs, or repair services (with or without maintenance service agreements) for product SINs are also omitted.

**\*(36) Office, Imaging, and Document Solutions (7/13/2009) #18**

<http://www.gsa.gov/furniture> then select 36

- 51-501 Needs Assessment and Analysis Services [C R699B]
- 51-503 Education and Training Support Services [C R699B]
- 51-504 Records Management Services [C R699B]
- 51-505 Document Production On-site and Off-site Services [C R699B]
- 51-506 Document Conversion Services [C R699B]
- 51-507 Destruction Services [C R614]
- 51-508 Litigation Support Services [C R699B]
- 51-509 Network Connectivity Support Services [C R699B]
- 733-1 Mail Room Management Services<sup>2</sup> [C R604]
- 733-2 Presort Mail [C R604]
- 733-3 Miscellaneous Mail Services [C R604]
- 733-4 List Management Services [C R604]
- 733-5 Mailroom Ergonomic Analysis Services [C R604]
- 733-6 Mail Screening and Inspection Services [C R604]

**(48) Transportation, Delivery, and Relocation Solutions (TDRS) (1/23/2008) #4 with Amendments 1 (2/28/2008), 2 (7/18/2008), and 3 (3/31/2009)**

<http://www.gsa.gov/tdrs>

- 411-1 Ground Passenger Transportation Services<sup>3</sup>
- 411-2 Rental Supplemental Vehicle Program
- 411-3 Transportation Consulting Services
- 451-1 Express Small Package and Express Heavyweight Delivery Services
- 451-2 Ground Small Package Delivery Services
- 451-3 Local Courier Delivery Services (*Small Businesses*)
- 653-1 Relocation Services Package
- 653-3 Relocation Software and Technology Tools
- 653-4 Additional Relocation Services<sup>4</sup>
- 653-5 Agency Customization Services
- 653-7 Move Management Services
- 653-8 Office Relocation
- 653-9 Corporate Housing Lodging Services

**(58 I) Professional Audio/Visual, Telemetry/Tracking, Recording/Reproducing and Signal Data Solutions (6/16/2009) #9**

<http://www.gsa.gov/furniture> then 58 I

- 58-8-Professional Audio/Video Assessment, Design and Integration
- 58-9 Professional Audio/Video Production (See also SIN 541-4B)
- 58-10 Professional Audio/Video Services NEC

**\*(69) Training Aids & Devices, Instructor Led Training, Course Development, and Test Administration**

Merged into 874 MOBIS effective 7/1/2009. See Schedule 874 for SINs.

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<sup>2</sup> Called 733-1 *Mailroom Administrative Support Services* on GSA eLibrary as of 8/7/2009.

<sup>3</sup> Called 411-1 *Ground Transportation Services* on GSA eLibrary as of 8/7/2009.

<sup>4</sup> Called 653-4 *Additional Services* on GSA eLibrary as of 8/7/2009.

**\*(70) General Purpose Commercial Information Technology Equipment, Software, and Services (6/18/2009) #24**

<http://www.gsa.gov/itcenter>

- 132-34 Maintenance of Software as a Service [C 7030]
- 132-50 Training Courses [C U012]
- 132-51 Information Technology Professional Services [C D301, 302, 306, 307, 308, 310, 311, 313, 316, 317, 399]
- 132-52 Electronic Commerce Services [C D304, 399]
- 132-53 Wireless Services [C D304]
- 132-60A Electronic Credentials, Not Identity Proofed (Assurance Level 1 OMB M-04-04) Managed Service Offering
- 132-60B Electronic Credentials, Identity Proofed (Assurance Level 2 OMB M-04-04) Managed Service Offering
- 132-60C Digital Certificates, including ACES (Assurance Level 3 and 4 OMB M-04-04)
- 132-60E Remote Identity and Access Managed Service Offering
- 132-60F Identity and Access Management Professional Services
- 132-61 Public Key Infrastructure (PKI) Shared Service Provider (SSP)
- 132-62 Products and Services for Agencies to Implement the Requirements of HSPD-12, FIP S-201 and Associated NIST Special Publications<sup>5</sup>

**(84) Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft, and Emergency/Disaster Response (10/3/2008) #11<sup>6</sup>**

<http://www.gsa.gov/firesecurity>

- 246-52 Professional Security/Facility Management Services
- 246-54 Protective Service Occupations
- 246-60-1 Security Systems Integration & Design Services
- 246-60-2 Security Management and Support Services
- 246-60-3 Security System Life Cycle Support

**\*(520) Financial and Business Solutions (FABS) (7/7/2009) #8**

<http://www.gsa.gov/fabs>

- 520-1 Program Financial Advisor [C R710]
- 520-2 Transaction Specialist [C R710]
- 520-3 Due Diligence & Support Services [C R702]
- 520-4 Debt Collection [CR705]
- 520-5 Loan Servicing & Asset Management [C R710]
- 520-6 Professional Legal Services [C R418]
- 520-7 Financial & Performance Audits [C R704]
- 520-8 Complementary Audit Services [C R704]
- 520-9 Recovery Audits [C R704]
- 520-10 Transportation Audits (*Small Businesses*)[C R704S]
- 520-11 Accounting [C R703]
- 520-12 Budgeting [C R703]
- 520-13 Complementary Financial Management Services [C R710]
- 520-14 Audit & Financial Training Services (*Small Businesses*) [C R704]
- 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services [C R710]
- 520-16 Business Information Services [C R611]
- 520-17 Risk Assessment and Mitigation Services

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<sup>5</sup> Called *Homeland Security Presidential Directive 12 Product and Service Components* on GSA eLibrary as of 8/7/2009.

<sup>6</sup> As of 8/7/2009, GSA eLibrary includes SIN 246-53 *Facility Management and Energy Solutions* not appearing in the Schedule solicitation.

- 520-18 Independent Risk Analysis
- 520-19 Data Breach Analysis
- 520-20 Comprehensive Protection Solutions
- 520-21 Program Management Services
- 520-22 Grants Management Services

**\*(541) Advertising and Integrated Marketing Solutions (AIMS) (7/1/2009) #7**

<http://www.gsa.gov/aim>

- 541-1 Advertising Services [C R701]
- 541-2 Public Relations Services [C R708]
- 541-3 Web Based Marketing Services (*Small Businesses*)[C R422S]
- 541-4A Market Research and Analysis [C R422]
- 541-4B Video/Film Production [C T006]
- 541-4C Exhibit Design and Implementation Services [CR701]
- 541-4D Conference, Events and Tradeshow Planning Services (*Small Businesses*)[C R708S]
- 541-4E Commercial Photography Services (*Small Businesses*)[C T015]
- 541-4F Commercial Art and Graphic Design Services (*Small Businesses*)[C T001]
- 541-5 Integrated Marketing Services [C R701A, 708A, R422A]

**(599) Travel Services Solutions (TSS) (2/10/2009) #1**

<http://www.gsa.gov/tss>

- 599-1 Travel Consulting Services
- 599-2 Travel Agent Services
- 599-3 Lodging Negotiations & Management Services
- 599-4 Air Charter Services – Owner Operated
- 599-5 Air Charter Services – Brokers

**(736) Temporary Administrative and Professional Staffing (7/1/2009) #12** (*Entire Schedule is Set-Aside for Small Businesses Only*)

<http://www.gsa.gov/tempservices>

- 736-1 Administrative Support and Clerical Occupations (With and/or Without Security Clearances, i.e., Secret, Top Secret, Top Secret SCI)
- 736-2 Automatic Data Processing Occupations (With and/or Without Security Clearances, i.e., Secret, Top Secret, Top Secret SCI)
- 736-3 General Services and Support (With and/or Without Security Clearances, i.e., Secret, Top Secret, Top Secret SCI)
- 736-4 Information and Arts Occupations, Including Miscellaneous Occupations (With and/or Without Security Clearances, i.e., Secret, Top Secret, Top Secret SCI)
- 736-5 Technical and Professional Occupations (With and/or Without Security Clearances, i.e., Secret, Top Secret, Top Secret SCI)

**\*(738 II) Language Services (7/1/2009) #8**

<http://www.gsa.gov/language>

- 382-1 Translation Services [C R608]
- 382-2 Interpretation Services [C R608]
- 382-3 Training & Educational Materials [C R608]
- 382-4 Comprehensive Linguistic Analytic Support Services (CLASS)
- 382-5 Services for the Visual and Hearing Impaired

**\*(738X) Human Resources and Equal Opportunity Services (7/1/2009) #14**

<http://www.gsa.gov/hreeo>

- 595-21 Human Resources Services (Excluding EEO Services) [C R799B]
- 595-22 Private Shared Service Center for Core HR Services (*closed to new offers*)
- 595-25 EEO Services [C R799C]

595-26 Private Shared Service Center for Non-Core HR Services (*closed to new offers*)  
595-27 Pre-Employment Background Investigations  
595-28 Social Services

**\*(871) Professional Engineering Services (PES) (7/1/2009) #12**

<http://www.gsa.gov/eng>

871-1 Strategic Planning for Technology Programs/Activities [C R425]  
871-2 Concept Development and Requirements Analysis [C R425]  
871-3 System Design, Engineering and Integration [C R425]  
871-4 Test and Evaluation [C R425]  
871-5 Integrated Logistics Support [C R425]  
871-6 Acquisition and Life Cycle Management [C R425]  
871-7 Construction Management

**\*(874) Mission Oriented Business Integrated Services (MOBIS) (7/1/2009) #14**

<http://www.gsa.gov/mobis>

874-1 Consulting Services [C R499]  
874-2 Facilitation Services [C R499]  
874-3 Survey Services [C R499]  
874-4 [Training Services:] Instructor Led Training, Web Based Training and Education Courses,  
Course Development and Test Administration  
874-5 Support Products [C R499]  
874-6 Acquisition Management Support [C R499]  
874-7 Program and Project Management Services [C R499]  
874-8 DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102  
and Non-1102 Personnel  
874-9 Off-the-Shelf and Customizable Print, Audio, and Visual Instructional Training Devices

**\*(874 V) Logistics Worldwide (LOGWORLD) (7/1/2009) #6**

<http://www.gsa.gov/logworld>

874-501 Supply and Value Chain Management [C R706]  
874-503 Distribution and Transportation Logistics Services [C R706]  
874-504 Deployment Logistics [C R706]  
874-505 Logistics Training Services [C R706]  
874-506 Support Products [C R706]  
874-507 Operations & Maintenance Logistics Management and Support Services [C R706]  
874-597 Ancillary Repair and Alterations

**\*(899) Environmental Services (7/1/2009) #12<sup>7</sup>**

<http://www.gsa.gov/environmentalservices>

899-1 Environmental Consulting Services<sup>8</sup> [C F999]  
899-3 Environmental Training Services<sup>9</sup> [C F999]  
899-5 Materials and Waste Recycling and Disposal Services<sup>10</sup> [C F999]  
899-7 Geographic Information Systems (GIS) Services<sup>11</sup> [C F999]  
899-8 Remediation and Reclamation Services<sup>12</sup> [C F999]

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<sup>7</sup> As of 8/7/2009, GSA Library contains the SINs 899-2 *Environmental Compliance Services*, 899-4 *Waste Management Services*, and 899-6 *Environmental Advisory Services* not shown as separate SINs on the current solicitation.

<sup>8</sup> Called 899-1 *Environmental Planning Services & Documentation* on GSA eLibrary as of 8/7/2009.

<sup>9</sup> Called 899-3 *Environmental Occupational Training Services* on GSA eLibrary as of 8/7/2009.

<sup>10</sup> Called 899-5 *Reclamation, Recycling, and Disposal Services* on GSA eLibrary as of 8/7/2009.

<sup>11</sup> Called 899-7 *Geographic Information Services* on GSA eLibrary as of 8/7/2009.

<sup>12</sup> Called 899-8 *Remediation Services* on GSA eLibrary as of 8/7/2009.

### **Handout C: NAICS Codes Cross-Referenced to GSA Schedules *with Services*<sup>1</sup>**

| <b>NAICS<br/>(Number)</b> | <b>NAICS (Title)</b>   | <b>GSA Schedule Number(s) and Schedule Name(s)</b>                                     |
|---------------------------|--|--|
| 236220                    | Commercial and Institutional Building Construction (part)                                      | 871 Professional Engineering Services (PES) (871-7)                                    |
| 238210                    | Electrical Contractors   | 03 FAC Facilities Maintenance and Management (811-5)                                   |
| 238220                    | Plumbing, Heating, and Air-Conditioning Contractors  | 03 FAC Facilities Maintenance and Management (811-4, 871-210)                          |
| 332812                    | Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers | 03 FAC Facilities Maintenance and Management (811-1, 800-1000, 801-2)                  |
| 336611                    | Ship Building and Repairing  | 03 FAC Facilities Maintenance and Management (812-2)                                   |
| 423490                    | Other Professional Equipment & Supplies Merchant Wholesalers                                   | 874 Mission Oriented Business Integrated Services (MOBIS) (874-5, -9)                  |
| 443120                    | Computer and Software Stores   | 70 Information Technology (132-61, -62)  |
| 451220                    | Prerecorded Tape, Compact Disc, and Record Stores  | 874 Mission Oriented Business Integrated Services (MOBIS) (874-5, -9)                  |
| 454112                    | Electronic Auctions  | 70 Information Technology (132-52)   |
| 481112                    | Scheduled Freight Air Transportation   | 48 Transportation, Delivery and Relocation Services (451-2)                            |
| 484210                    | Used Household and Office Goods Moving   | 48 Transportation, Delivery and Relocation Services (451-1, 653-1, -3, -4, -5, -7, -8) |
| 481211                    | Nonscheduled Chartered Passenger Air Transportation  | 599 Travel Services Solutions (599-4, -5)  |
| 481219                    | Other Nonscheduled Air Transportation  | 599 Travel Services Solutions (599-4, -5)  |
| 485320                    | Driver/Limousine Service   | 48 Transportation, Delivery and Relocation Services (411-1)                            |
| 485999                    | All Other Transit and Ground Passenger Transportation  | 48 Transportation, Delivery and Relocation Services (411-1)                            |
| 492210                    | Local Messengers and Local Delivery  | 48 Transportation, Delivery and Relocation Services (451-3)                            |
| 511199                    | All Other Publishers   | 874 Mission Oriented Business Integrated Services (MOBIS) (874-5, -9)                  |
| 511210                    | Software Publishers  | 70 Information Technology (132-34)   |
| 512110                    | Motion Picture and Video Production  | 541 Advertising & Integrated Marketing Solutions (AIMS)                                |

<sup>1</sup> Updated 3/26/2009 by [daniel.briest@gsa.gov](mailto:daniel.briest@gsa.gov) . Taken from those current GSA FSS MAS solicitations on FedBizOpps including the service SINs shown on the separate handout "Some Service SINs on GSA Multiple Award Schedules."



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|--------|---|--|
|        |   | (541-4B)   |
| 517110 | Wired Telecommunications Carriers                           | 70 Information Technology (132-52)   |
| 517210 | Wireless Telecommunications Carrier (except Satellite)      | 70 Information Technology (132-53)   |
| 517410 | Satellite Telecommunications                                | 70 Information Technology (132-54)   |
| 517911 | Telecommunications Resellers                                | 70 Information Technology (132-52, -53)  |
| 517919 | All Other Telecommunications                                | 70 Information Technology (132-52, -53)  |
| 518210 | Data Processing, Hosting, and Related Services              | 36 Office, Imaging, and Document Solutions (51-506)<br>70 Information Technology (132-52)  |
| 519130 | Internet Publishing and Broadcasting and Web Search Portals | 70 Information Technology (132-52)   |
| 522310 | Mortgage and Nonmortgage Loan Brokers                       | 520 Financial and Business Solutions (FABS) (520-1, -2, -5)  |
| 523110 | Investment Banking and Securities Dealing                   | 520 Financial and Business Solutions (FABS) (520-1, -2)  |
| 524292 | Third Party Administration of Insurance and Pension Funds   | 520 Financial and Business Solutions (FABS) (520-15)   |
| 525990 | Other Financial Vehicles                                    | 520 Financial and Business Solutions (FABS) (520-99)   |
| 531110 | Lessors of Residential Buildings and Dwellings              | 48 Transportation, Delivery and Relocation Services (653-9)  |
| 531120 | Lessors of Nonresidential Buildings (exc. Mini-warehouses)  | 03 FAC Facilities Maintenance and Management (812-1)   |
| 531210 | Offices of Real Estate Agents and Brokers                   | 520 Financial and Business Solutions (FABS) (520-1, -2)  |
| 532111 | Passenger Car Rental  | 48 Transportation, Delivery and Relocation Services (411-2)  |
| 532112 | Passenger Car Leasing                                       | 48 Transportation, Delivery and Relocation Services (411-2)  |
| 541110 | Offices of Lawyers  | 36 Office, Imaging and Document Solutions (51-508)<br>520 Financial and Business Solutions (FABS) (520-6)<br>738X Human Resources & EEO Services (595-28)  |
| 541211 | Offices of Certified Public Accountants                     | 520 Financial and Business Solutions (FABS) (520-7, -9, -10, -11, -12)   |
| 541214 | Payroll Services  | 520 Financial and Business Solutions (FABS) (520-15)   |
| 541219 | Other Accounting Services                                   | 520 Financial and Business Solutions (FABS) (520-9, -10, -11, -12, -15)  |
| 541330 | Engineering Services  | 03 FAC Facilities Maintenance and Management (871-200, -201, -207, -209, -299)<br>36 Office, Imaging, and Document Solutions (733-6)<br>871 Professional Engineering Services (PES) (871-1 through -6) |

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|--------|--|--|
|        |  | 84 Security (246-52, -60-1)  |
| 541350 | Building Inspection Services   | 03 FAC Facilities Maintenance and Management (541-1, -99, 801-99)  |
| 541370 | Surveying and Mapping (except Geophysical) Services                  | 36 Office, Imaging and Document Solutions (51-501)   |
| 541380 | Testing Laboratories   | 899 Environmental Services (899-8)<br>03 FAC Facilities Maintenance and Management (871-206)   |
| 541430 | Graphic Design Services  | 541 Advertising & Integrated Marketing Solutions (AIMS) 541-4F)  |
| 541511 | Custom Computer Programming Services                                 | 70 Information Technology (132-34, -51)<br>541 Advertising & Integrated Marketing Solutions (AIMS) (541-3)   |
| 541512 | Computer Systems Design Services                                     | 70 Information Technology (132-51)<br>84 Security (246-60-3)   |
| 541513 | Computer Facilities Management Services                              | 70 Information Technology (132-51)   |
| 541519 | Other Computer Related Services                                      | 70 Information Technology (132-34, -51, -52, -53, -60A to 60F, -61, -62)   |
| 541611 | Administrative Management and General Management Consulting Services | 03FAC Facilities Maintenance and Management (811-6)<br>36 Office, Imaging and Document Solutions (51-501, 733-5)<br>520 Financial and Business Solutions (FABS) (520-3, -5, -8, -12, -13, -14, -21, -22)<br>738X Human Resources & EEO Services (595-21, -25, -28)<br>599 Travel Services Solutions (599-1)<br>874 Mission Oriented Business Integrated Services (MOBIS) (874-1, -2, -3, -6, -7) |
| 541612 | Human Resources and Executive Search Consulting Services             | 738X Human Resources & EEO Services (595-21, -22, -26, -28)  |
| 541613 | Marketing Consulting Services  | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-5)  |
| 541614 | Process, Physical Distribution, and Logistics Consulting Services    | 874 V Logistics Worldwide (LOGWORLD) Services (874-501, -503, -504, -505, -506, -597, -599)<br>48 Transportation, Delivery and Relocation Services (411-3)   |
| 541618 | Other Management Consulting  | 599 Travel Services Solutions (599-1)  |

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|        |  | 03 FAC Facilities Maintenance and Management (871-202, -208)  |
| 541620 | Environmental Consulting Services  | 899 Environmental Services (899-1, -3, -7, -99)   |
| 541690 | Other Scientific and Technical Consulting Services   | 84 Security (246-52)  |
| 541711 | Research & Development in Biotechnology  | 871 Professional Engineering Services (PES) (871-1 through -6)  |
| 541712 | Research & Development in the Physical, Engineering, and Life Sciences (excluding Biotechnology) | 871 Professional Engineering Services (PES) (871-1 through -6)  |
| 541810 | Advertising Agencies   | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-1, -1000, -2000)   |
| 541820 | Public Relations Agencies  | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-2)   |
| 541850 | Display Advertising  | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-4C)  |
| 541890 | Other Services Related to Marketing  | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-99)  |
| 541910 | Marketing Research and Public Opinion Polling  | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-4A)  |
| 541922 | Commercial Photography   | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-4E)  |
| 541930 | Translation and Interpretation Services  | 738 II Language Services (all SINS)   |
| 541990 | All Other Professional, Scientific, and Technical Services                                       | 58I Professional Audio/Visual... (58-8, -9, -10)<br>520 Financial and Business Solutions (FABS) (520-17, -20)   |
| 561110 | Office Administrative Services   | 36 Office, Imaging and Document Solutions (733-1)   |
| 561210 | Facilities Support Services  | 36 Office, Imaging and Document Solutions (51-504, -505)<br>874 V Logistics Worldwide (LOGWORLD) Services (874-507)<br>03 FAC Facilities Maintenance and Management (811-2, -3, 003-97) |
| 561310 | Employment Placement Agencies  | 738X Human Resources & EEO Services (595-21) <sup>2</sup>   |
| 561320 | Temporary Help Services  | 736 Temporary Administrative and Professional Staffing (TAPS) (all SINS)  |
| 561410 | Document Preparation Services  | 738X Human Resources & EEO Services (595-25)  |

<sup>2</sup> Incorrectly shown as NAICS 561311 (a non-existent NAICS Code) on Page 21 of the current solicitation (Refresh #14, 7/1/2009).

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|--------|--|---|
| 561440 | Collection Agencies                              | 520 Financial and Business Solutions (FABS) (520-4)   |
| 561450 | Credit Bureaus                                   | 520 Financial and Business Solutions (FABS) (520-16, BPA)   |
| 561499 | All Other Business Support Services              | 36 Office, Imaging and Document Solutions (51-509, -1000, 733-2, -3, -4)  |
| 561510 | Travel Agencies                                  | 599 Travel Services Solutions (599-2)   |
| 561599 | All Other Travel & Reservation Services          | 599 Travel Services Solutions (599-3)   |
| 561611 | Investigation Services                           | 84 Security (246-52)<br>738X Human Resources & EEO Services (595-21, -25, -27)<br>520 Financial and Business Solutions (FABS) (520-18, -19)                                     |
| 561612 | Security Guards and Patrol Services              | 84 Security (246-54)  |
| 561621 | Security Systems Services (except Locksmiths)    | 03 FAC Facilities Maintenance and Management (561-1, -2)<br>84 Security (246-52, 246-60-2)  |
| 561710 | Exterminating & Pest Control Services            | 03 FAC Facilities Maintenance and Management (371-3)  |
| 561730 | Landscaping Services                             | 03 FAC Facilities Maintenance and Management (371-1, -2)  |
| 561920 | Convention and Trade Show Organizers             | 541 Advertising & Integrated Marketing Solutions (AIMS) (541-4D)  |
| 561990 | All Other Support Services                       | 03 FAC Facilities Maintenance and Management (871-204, -205)<br>36 Office, Imaging and Document Solutions (51-507)  |
| 562112 | Hazardous Waste Collection                       | 899 Environmental Services (899-5)  |
| 562910 | Remediation Services                             | 899 Environmental Services (899-8)  |
| 562920 | Materials Recovery Facility                      | 899 Environmental Services (899-5)  |
| 611420 | Computer Training, except Computer Repair        | 70 Information Technology (132-50)  |
| 611430 | Professional and Management Development Training | 03 FAC Facilities Maintenance and Management (871-203)<br>738X Human Resources & EEO Services (595-21)<br>874 Mission Oriented Business Integrated Services (MOBIS) (874-4, -8) |
| 611519 | Other Technical and Trade Schools                | 36 Office, Imaging and Document Solutions (51-503)<br>874 Mission Oriented Business Integrated Services (MOBIS) (874-4)   |
| 611710 | Educational Support Services                     | 874 Mission Oriented Business Integrated Services (MOBIS) (874-4)   |
| 621410 | Family Planning Centers                          | 738X Human Resources & EEO Services (595-28)  |

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|--------|--|---|
| 621420 | Outpatient Mental Health & Substance Abuse Center  | 738X Human Resources & EEO Services (595-28)              |
| 624190 | Other Individual & Family Services   | 738X Human Resources & EEO Services (595-21)              |
| 624230 | Emergency & Other Relief Services  | 738X Human Resources & EEO Services (595-28)              |
| 624310 | Vocational Rehabilitation Services   | 738X Human Resources & EEO Services (595-28)              |
| 624410 | Child Day Care Services  | 738X Human Resources & EEO Services (595-28)              |
| 713940 | Fitness & Recreational Sports Centers  | 738X Human Resources & EEO Services (595-28)              |
| 721110 | Hotels (except Casino Hotels) and Motels   | 599 Travel Services Solutions (599-3)                     |
| 721199 | All Other Traveler Accommodation   | 599 Travel Services Solutions (599-3)                     |
| 812191 | Diet & Weight Reducing Centers   | 738X Human Resources & EEO Services (595-28)              |
| 811121 | Automotive Body, Paint, and Interior Repair and Maintenance  | 03 FAC Facilities Maintenance and Management (801-1, -99) |
| 812210 | Funeral Homes and Funeral Services   | 738X Human Resources & EEO Services (595-28)              |
| 812220 | Cemeteries and Crematories   | 03 FAC Facilities Maintenance and Management (371-4)      |
| 813110 | Religious Organizations  | 738X Human Resources & EEO Services (595-28)              |
| 813311 | Human Rights Organizations   | 738X Human Resources & EEO Services (595-28)              |
| 813410 | Civic and Social Organizations   | 738X Human Resources & EEO Services (595-28)              |
| 923110 | Administration of Education Programs   | 738X Human Resources & EEO Services (595-28)              |
| 923120 | Administration of Public Health Programs   | 738X Human Resources & EEO Services (595-28)              |
| 923130 | Administration of Human Resources Programs (except Educational, Public Health, and Veterans' Affairs Programs) | 738X Human Resources & EEO Services (595-28)              |

## **Handout D: Some Reasons Contracting Officers Use GSA Multiple Award Schedules<sup>1</sup>**

- No Posting/Publication (*FedBizOpps* Synopsis) Requirement.<sup>2</sup>
- Flexibility in Adding Agency-Specific Clauses and Provisions.<sup>3</sup>
- Contractors Are Already Determined Responsible.<sup>4</sup>
- Ability to Place Orders of Practically Any Size<sup>5</sup>
- GSA Schedule Electronic Tools Assist Market Research, Dissemination of Requests for Quotes (RFQs), and Ordering.<sup>6</sup>
- Recurring Requirements Can Be Satisfied With Flexible Schedule Blanket Purchase Agreements Rather Than Agency Indefinite Quantity Contracts.<sup>7</sup>
- Agencies Retain Maximum Flexibility for “Best Value” Source Selections.<sup>8</sup>
- GSA Schedules Are a Higher Priority Source to Be Considered Before Soliciting Open-Market Commercial Sources for Supplies or Services.<sup>9</sup>
- Statutory “Competition” Requirements Have Already Been Met.<sup>10</sup>
- Large Pool of Available Contractors Offering a Wide Variety of Commercial Services and Products.<sup>11</sup>
- Task Orders Need Not Be Fixed-Price; Schedules Permit Labor Hour and Time & Material Task Orders.<sup>12</sup>
- Agencies Can Make Progress Toward Meeting Socioeconomic Objectives a Primary Best-Value Evaluation Factor.<sup>13</sup>
- Unit Prices Are Already Determined Fair & Reasonable at the Schedule Contract Level.<sup>14</sup>

- Agencies Are Free to Negotiate Discounts from GSA “Most Favored Customer” Pricing.<sup>15</sup>
- Schedule Contractors Can Team Across Schedules for All-Schedule Solutions to Complex Requirements.<sup>16</sup>
- Streamlined RFQ and Ordering Procedures Simplify and Save Time Compared to Complex FAR Part 15 Procedures.<sup>17</sup>
- Ordering Agencies Can Retain Full Control Over Their Task Orders; GSA Permission is Not Required to Place Schedule Orders.<sup>18</sup>
- GSA Schedules Support the Use of the Government Commercial Purchase Card as an Ordering and Payment Mechanism.<sup>19</sup>
- Not Required to Set-Aside Schedule Orders for Small Business, Regardless of Dollar Amount.<sup>20</sup>
- GSA Provides Classroom and Online Training for Agencies on How to Use GSA Schedules.<sup>21</sup>

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<sup>1</sup> Comments on this document can be addressed to [david.clemens@gsa.gov](mailto:david.clemens@gsa.gov), 4/25/2009.

<sup>2</sup> FAR 8.404(a) refers. The lack of a 10-day posting requirement and the exemption from the synopsis requirement further reduces procurement lead time for Schedule orders. Note that OMB Memo No. M-09-10 dated 2/18/2009 states that 2009 Recovery Act procurements must be synopsized, in addition to other requirements. See also FAC 2005-32 effective 3/31/2009.

<sup>3</sup> Schedule contract clauses are available for inspection on each Schedule’s FedBizOpps-posted solicitation. The included clauses are those required of commercial (FAR Part 12) supply or service contracts. Agencies are free to add to their orders any clauses not conflicting with the FAR or the clauses in the Schedule contract. Options? Award term provisions? Performance incentives? Go for it!

<sup>4</sup> Ordering agencies are not required to make a separate FAR Subpart 9.1 responsibility determination for Schedule contractors as that determination has already been accomplished by the Schedules Contracting Officer. *Advanced Technology Systems, Inc.*, B-296493.6, October 6, 2006.

<sup>5</sup> The Minimum Order amount on Schedule contracts is very low, typically \$300 or less. The so-called “Maximum Order Limitation” (MOL) is a misnomer because it actually places no dollar limitation on the authority of the ordering activity to place an order for any amount. The MOL is actually a renegotiation threshold at which ordering activities shall (1) seek additional price discounts [FAR 8.405-1(d), 8.405-4] and (2) send the RFQ to additional Schedule contractors [FAR 8.405-2(c)(3)(i)]. It is also the point at which a Schedule contractor could decline the work by notifying the ordering activity in accordance with the contract.

<sup>6</sup> Agencies can use *Schedules eLibrary* (<http://www.gsaelibrary.gsa.gov>) to determine which Schedule(s) and SIN(s) are necessary to meet their requirements. Searching service contracts pricelists at *GSA Advantage* (<http://www.gsaadvantage.gsa.gov>) using keywords from the PWS can assist in market research. Accessing those same pricelists is important when the agency enduser is preparing a Government estimate

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for acquisition planning. GSA *eBuy* (<http://www.ebuy.gsa.gov>) can be used as a “sources sought notice” to post a Request for Information (or even a Draft RFQ for comment) visible to all holders of a particular Schedule SIN. In the RFQ phase, the *eBuy* website can be used to send out the Schedule order RFQ. (In addition, *GSA Advantage* can be used for the quick and easy process of online shopping and ordering for products.)

<sup>7</sup> See <http://www.gsa.gov/bpa> and FAR 8.405-3 for information on Schedule BPAs. Schedule BPAs can be Single-Award or Multiple-Award just like indefinite quantity-type contracts. Agencies have the same flexibility with Schedule BPAs (non-conflicting clauses, options, source selection, price discount negotiations, etc.) as they do with Schedule orders. Schedule BPAs, which are simplified acquisition methods for both supplies and services, offer significantly lower procurement lead times when compared with the resources necessary to establish agency IDIQs. In addition, because BPAs are not “contracts” for many FAR purposes, ordering agencies have enhanced flexibility. (For a discussion of this issue with case references, see <http://www.schedulesolutions.net> under BPAs.)

<sup>8</sup> Neither FAR SubPart 8.4 nor the terms of the Schedule contracts place any restriction on the flexibility of the ordering agency to establish desired order evaluation factors or source selection procedures. Because FAR Part 15 does not apply to Schedule orders or Schedule BPAs (see note 17 below), Schedule ordering permits streamlined and simplified source selection. Agencies can evaluate quotes for Schedule orders or BPAs from anywhere in the Best Value Continuum from low-price-technically-acceptable to full best value evaluation.

<sup>9</sup> FAR 8.002 provides the prioritized list of Government supply and service sources. According to those priorities, agencies shall satisfy their requirements for supplies and services from GSA Schedules in preference to commercial (open-market) sources.

<sup>10</sup> Schedule BPAs and orders are considered to be issued using full and open competition. FAR 6.102(d)(3). When placing orders against GSA Schedules or establishing Schedule BPAs, ordering agencies shall not seek competition outside the MAS program. FAR 8.404(a). When agencies use the FAR 8.405-1 and -2 ordering procedures, the requirements of the Competition in Contracting Act (CICA) of 1984 have been met.

<sup>11</sup> Over 11 million supplies and services are available on GSA’s 39 Multiple Award Schedules from over 17,000 Schedule contractors. A particular Schedule can typically have many hundreds of available contractors representing the whole range of socioeconomic categories. To see a hypertext list of GSA’s Schedules, go to <http://www.gsaelibrary.gsa.gov> and then pull down “Federal Supply Schedule Listing” from the menu bar.

<sup>12</sup> Schedule contracts for services include the applicable Time and Materials clause(s). Agencies can view the Schedule contract clauses at *FedBizOpps* via the *Schedules eLibrary* page for each Schedule. I suggest you include the provision FAR 52.216-31 *Time-and-Material/Labor –Hour Proposal Requirements – Commercial Item Acquisitions* in the RFQ for a commercial Level of Effort (T&M or LH) task order.

<sup>13</sup> FAR 8.405-5. With the exception of Schedule orders to 8(a) contractors (see 71 FR 66434 of 11/15/2006 eff. 6/30/2007), orders placed against Schedule contracts may be credited toward the ordering activity’s socioeconomic goals. (For a detailed discussion and additional references on the issue of Small Business set-asides, see the blogsite: <http://www.schedulesolutions.net> under “Can Schedule Orders (and Schedule BPAs) Be Set-Aside for Small Business?”)

<sup>14</sup> FAR 8.404(d).

<sup>15</sup> *Ibid.*, FAR 8.405-1(d), 8.405-2(c)(3)(ii). FAR 8.405-4: “Schedule contractors are not required to pass on to all Schedule users a price reduction extended only to an individual ordering activity for a specific order.”

<sup>16</sup> See <http://www.gsa.gov/cta> for FAQs on Schedule contractor teaming and information on the contents of a Contractor Team Agreement.

<sup>17</sup> Nothing in FAR Part 15 applies to Schedule orders or BPAs. FAR 8.404(a). Ordering activities failing to treat a Schedules procurement under FAR 8.4 as a streamlined acquisition and instead relying on the more complex Part 15 acquisition procedures do so at their peril. The United States Court of Claims has specifically held that FAR Part 15 is not applicable to MAS orders. See *Ellsworth Associates, Inc. v United States*, 45 Fed. Cl. 388 (1999). The Government Accountability Office (GAO) has also stated that FAR Part 15 does not apply to Schedule orders. See *Computer Products, Inc.*, B-284702, May 24, 2000. If a formal FAR Part 15 negotiation process or something akin to it is utilized (as in debriefing), GAO may use FAR Part 15 as guidance in reviewing an agency’s actions. See *ACS Government Solutions Group, Inc.*, B-



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282098.2, B-282098.3, June 2, 1999. Discussions with contractors are not required for Schedule orders. Instead the Ordering CO can seek additional information regarding an RFQ without triggering Part 15 discussion rules. See *Intelligent Decisions, Inc.*, B-274626.2, December 23, 1996 and *ViON Corporation*, B-283804.2, January 24, 2000.

<sup>18</sup> There are GSA offices that will (for a fee) act as an agency's Ordering Officer. But those "assisted services" are not required in order for agencies to directly issue and administer their delivery/task orders against the GSA Schedules. **Ordering activities pay no fee to GSA to issue their own orders against a Schedules contract.** (The GSA Schedule contract prices already include a 0.75% Industrial Funding Fee which the Schedule contractors remit to GSA. Ordering activities receiving a quote from a Schedule contractor with a 0.75% IFF added to the quote should inform the contractor that the Schedule price already includes the IFF. Ordering Officers may wish to contact the GSA Contracting Officer if necessary.)

<sup>19</sup> All GSA Schedules require contractors to accept the purchase card for Schedule orders at or below the micropurchase threshold. Most contractors also choose to accept the purchase card for orders above the micropurchase threshold. (See each contractor's *GSA Advantage*-posted pricelist for more information. ) Shopping at *GSA Advantage* supports the use of the purchase card.

<sup>20</sup> The set-aside provisions of FAR Part 19 do not apply to Schedule orders. For case law and regulatory references supporting the assertion that there is no such thing as a Schedule order set-aside for small businesses, see <http://www.schedulesolutions.net> under *Small Business Issues*.

<sup>21</sup> GSA websites like *eBuy* and *GSA Advantage!*® include tutorials. The free online training course "**Using GSA Schedules – Customer (Services)**" is available at <http://cae.gsa.gov>. That same training website includes the "GSA Schedule Order Checklist" in the course library. The checklist is a useful summary for ordering agencies. Another useful training reference is the *Multiple Award Schedules Desk Reference* [2008], found at <http://www.schedulesolutions.net> under *References*.

## **Handout E: GSA Schedule Task Order File Checklist<sup>1</sup>**

### **For Federal Supply Schedule Services Exceeding the Micropurchase Threshold**

Ordering agencies are strongly encouraged to make their own Schedule Task Order Checklist for both delivery orders and task orders. This checklist document includes only FAR and Schedule contract-level requirements. It must be tailored to each agency and each contracting activity. For example, DoD ordering activities must supplement FAR requirements for Schedule orders by documenting compliance with DFARS 208.4 in addition to the requirements shown on this checklist. In addition, ordering activities should reorganize this list in accordance with the contracting activity's own contract file tab guide. (Note that orders against Schedule BPAs may include additional requirements consistent with BPA ordering procedures. The scope of this checklist is limited to service orders placed directly against the Schedule contract by ordering activities.)

A detailed (but slightly outdated) Schedule task order checklist can be found at the documents section of the *GSA Center for Acquisition Excellence* (<http://cae.gsa.gov>).

#### **1. Acquisition Planning**

- \_\_\_ Services that substantially or to a dominant extent specify performance of architect-engineer services (FAR 2.101, 36.601-4) are not procured [FAR 8.403(c)]
- \_\_\_ Services are non-personal [FAR 37.103(a)(3)]<sup>2</sup>
- \_\_\_ Services are not inherently governmental (FAR 7.5)
- \_\_\_ If a bundled contract (FAR 2.101), compliance with all FAR bundling requirements is documented [FAR 8.404(c)(2)]
- \_\_\_ Acquisition Plan (or equivalent acquisition request documents) [FAR 8.404(c)(1)]
- \_\_\_ Documentation that services are not available from a higher-priority *AbilityOne* (<http://abilityone.org>) service provider [FAR 8.002(a)(2)]
- \_\_\_ Rationale for using a Time-and-Material/Labor Hour type task order [FAR 8.405-2(e)(7), 12.207(b), and 16.601(d), Pub. Law 106-398 § 821(a)]<sup>3</sup>
- \_\_\_ Requiring activity provided information on applicable regulatory and statutory requirements to Contracting Officer [FAR 8.404(b)]
- \_\_\_ Other:

#### **2. Market Research**

- \_\_\_ Documented market research with suggested Schedule sources [FAR 10.001(a)]
- \_\_\_ Limited Sources Justification [FAR 8.405-6] if sending the RFQ to less than three Schedule contractors<sup>4</sup>

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<sup>1</sup> By [daniel.briest@gsa.gov](mailto:daniel.briest@gsa.gov), 5/28/2010.

<sup>2</sup> DoD ordering activities should see DFARS 237.104 for D&F requirements.

<sup>3</sup> Note that the T&M/LH determination must satisfy all three of these referenced (and differing) T&M/LH requirements. See also GAO Report GAO-09-579 *Minimal Compliance with New Safeguards for Time-and-Materials Contracts for Commercial Services and Safeguards Have Not Been Applied to GSA Schedules Program* (June 2009).

☐ Purchase request, evidence of availability of funds and Government estimate of order price [FAR 4.803]  
☐ Commerciality of services [FAR 12, Schedule contract scope]  
☐ Within scope of Schedule (s) \_\_\_\_\_ (MOT: \$ \_\_\_\_\_) and SIN(s) \_\_\_\_\_ [Schedule contract scope]  
☐ GSA eLibrary SIN descriptions and GSA Advantage!® Schedule pricelists consulted [Schedule contract scope]  
☐ Other:

### **3. Pre-Request for Quotation (RFQ) Determinations**

☐ RFQ contains (1) Performance Work Statement, (2) Evaluation Factors, [both in FAR 8.405-2 (c)] and (3) Agency FAR Supplement clauses/provisions not conflicting with the Schedule contract [FAR 8.404(b)]<sup>5</sup>  
☐ Clauses have not been included or clauses have not been tailored without determining that they are consistent with customary commercial practice or a waiver has been obtained. [FAR 12.302(c)]  
☐ Evidence that a *performance-based* statement of work was used to the maximum extent practicable [FAR 8.405-2(b), 37.602] and document the rationale for using other than a performance-based order [FAR 8.405-2(e)(7)(ii)]  
☐ Head of Contracting Activity approval obtained if T&M/LH-type order and if base period plus any option periods exceeds three years [FAR 16.601(d)(1)(ii)]  
☐ For services meeting the definition of advisory and assistance services (FAR 37.2), the required D&F has been approved [FAR 37.204]  
☐ Statement of Work includes work to be performed, location, period of performance, deliverable schedule, performance standards and any special requirements [FAR 8.405-2(b)]  
☐ Performance incentives considered [FAR 16.402-2, FAR 37.6]  
☐ If including task order options, document decisions on use and evaluation of options [FAR 17.2]  
☐ Other:<sup>6</sup>

### **4. Request for Quotations**

☐ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) and over \$25k, informational notice posted at *FedBizOpps* [FAR 8.404(e)(1), 5.704] in addition to usual solicitation practice (e.g., *GSA eBuy*).  
☐ Documentation that the RFQ was provided to at least three Schedule contractors [FAR 8.405-2(c)(2)(ii)] and to more than three Schedule contractors when the order exceeds the Schedule MOT [FAR 8.405-2(c)(3)] if a limited sources justification [FAR 8.406(a)(1)] is not warranted.

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<sup>4</sup> For example, DoD ordering activities would expand the checklist to include DFARS 208.405-70 order “competition” requirements.

<sup>5</sup> See also ordering agency FAR Supplements. For example, DFARS 217.7802(b)(4) requires inclusion of applicable DFARS clauses on Schedule orders

<sup>6</sup> For example, DoD ordering activities would tailor this to include the determination not do a performance-based service contract (if applicable) [DFARS 237.170-2] and the determination use a non-DoD contract vehicle [DFARS 217.7802].

- \_\_\_ RFQ provided to all Schedule contractors who request it [FAR 8.405-2(c)(4)]
- \_\_\_ Consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, woman-owned small business, or small disadvantage business Schedule contractor [FAR 8.405-5(b)]
- \_\_\_ If performance-based, the Quality Assurance Surveillance Plan was prepared (FAR 37.6, 46.4)
- \_\_\_ Other:

#### 5. **Evaluation of Quotes**

- \_\_\_ *Excluded Party List System* ([www.epls.gov](http://www.epls.gov)) checked prior to evaluation of quotes [FAR 9.405(d)(3)]
- \_\_\_ Evaluate all quotes received using evaluation criteria in the RFQ [FAR 8.405-2(d)]
- \_\_\_ Determination of fair and reasonable pricing for quoted open market (non-Schedule contract items) on the best-value quote [FAR 8.402(f)(2)]
- \_\_\_ Record of price discounts sought/obtained [FAR 8.404(d), 8.405-2(c)(3), 8.405-4]
- \_\_\_ If evaluating services satisfying the requirement and quoted at equal prices, give preference to the quotes from small businesses [FAR 8.405-5(c)]
- \_\_\_ Contractor Teaming Agreement reviewed [www.gsa.gov/cta]
- \_\_\_ Evaluate (1) the quoted level of effort, (2) the labor mix proposed, and (3) the reasonableness of the total order price [FAR 8.405-2(d)]
- \_\_\_ Document the Schedule contracts considered, the amount paid, the evaluation methodology used in selecting the best-value contractor, and the rationale for any selection tradeoffs. [FAR 8.405-2 (e)]
- \_\_\_ Evaluate task order options [FAR 17.206]
- \_\_\_ Other:

#### 6. **Pre-Award Documentation and Clearances**

- \_\_\_ Compliance with applicable labor laws (e.g., Service Contract Act and Davis-Bacon Act [for Ancillary Repair & Alternation SIN])
- \_\_\_ Open market (non-Schedule contract) items are marked on the task order as items not on the Federal Supply Schedule [FAR 8.402(f)(3)]
- \_\_\_ Competition (FAR 6), publicizing (FAR 5) and set-aside (FAR 19) requirements have been met for open market items [FAR 8.402(f)(1)]
- \_\_\_ Clauses applicable to open market (non-Schedule contract) items are included on the order [FAR 8.402(f)(4)]
- \_\_\_ *Excluded Party List System* ([www.epls.gov](http://www.epls.gov)) checked *again* immediately prior to task order award [FAR 9.405(d)(4)]
- \_\_\_ Other:

#### 7. **Post-Award**

- \_\_\_ Provide timely notification to unsuccessful quoters [FAR 8.405-2(d)]

- \_\_\_ Appointment of COR/COTR with training certification [OMB Memo 11/26/2007<sup>7</sup>]
- \_\_\_ If requested by unsuccessful quoters, provide brief explanation of basis for the award decision if evaluation includes non-price factors [FAR 8.504-2(d)]
- \_\_\_ Task order issued on Optional Form 347, an agency prescribed form,<sup>8</sup> or an electronic communication format including billing address, Schedule contract number, agency order number, SIN(s), period of performance, and SOW [FAR 8.406-1].
- \_\_\_ Order reported (e.g., FPDS; FAR 4.602) toward agency's socioeconomic goals [FAR 8.405-5(a)]
- \_\_\_ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) and over \$500k, award notice publicized [FAR 8.404(e)(2), 5.705(a)]
- \_\_\_ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) regardless of dollar value, award notice with rationale publicized if order is T&M/LH-type or under a Limited Sources Justification [FAR 5.705(b)]
- \_\_\_ Inspect services in accordance with contract and order requirements as specified in the task order's Quality Assurance Surveillance Plan [8.406-2(b)]<sup>9</sup>
- \_\_\_ On orders exceeding \$100k, report contractor performance in PPIRS [FAR 8.406-7]
- \_\_\_ Exercise task order options in accordance with the order and FAR 17.207.
- \_\_\_ Final decisions issued (and Schedule Contracting Officer informed [FAR 8.406-6(a)(2)]) on disputes not pertaining to Schedule contract terms and conditions [8.406-6(a)]
- \_\_\_ Disputes pertaining to the terms and conditions of the Schedule contract referred to the GSA Contracting Officer [8.406-6(b)]
- \_\_\_ If terminating the order for cause or if fraud is suspected, notify the GSA Schedule Contracting Officer [FAR 8.406-4(a)(2)]
- \_\_\_ When terminating the order for cause and charging the contractor with excess costs resulting from repurchase, comply with FAR 8.406-4(c) and FAR 12.403 requirements.
- \_\_\_ If terminating the order for the Government's convenience, documentation of attempts to enter into a "no cost" settlement agreement [FAR 8.406-5(b), 12.403]
- \_\_\_ Closeout of order [FAR 4.804]
- \_\_\_ Other:

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<sup>7</sup> DoD agencies should substitute appropriate DAWIA requirements.

<sup>8</sup> DoD agencies should tailor this to DFARS PGI 208.406-1 regarding the use of the DD1155 (at or below the SAT) and the SF1449 (above the SAT).

<sup>9</sup> In addition, DoD T&M/LH contracts are required to have a QASP. USD AT&L memo of July 14, 2008 (S. Assad), *Management of Contractor Performance Under Time & Material and Labor Hour Contracts for Services*.

## Handout F: Think Simplified (Not FAR Part 15)<sup>1</sup>

*If You Use FAR Part 15-Like Terminology and Procedures for Schedule Procurements, Courts and GAO May Hold You to Those Part 15 Standards!*<sup>2</sup>

FAR Part 15 does not govern orders placed against the GSA Schedules. But where an agency issues a Schedule order using Part 15-like terminology and procedures, the GAO and the courts may look to FAR Part 15 to assess the propriety of the agency action in the event of a protest against the order.

For Schedule orders/BPAs, agencies *need not*:<sup>3</sup>

- comply with *anything* in FAR Part 15
- conduct a formal “negotiated procurement”
- issue a “solicitation” for thirty days (or any other pre-determined time)
- conduct a “competition”
- conduct a formal evaluation
- undertake a cost/price realism analysis
- seek contractors outside the Schedules program
- synopsise the requirement on FedBizOpps (except for FY2009 Recovery Act)
- conduct a price evaluation on quoted Schedule rates (e.g., hourly rates)
- conduct “discussions”
- prepare extensive documentation
- conduct a formal debriefing
- determine the “competitive range” (FAR 15.3)

The cost of proposal preparation is a major consideration in the Schedule contractor’s decision to quote. With the fully-loaded (ceiling) hourly rates GSA has negotiated, the contractor has assumed only the “normal” bid and proposal costs expected for a fully-streamlined procedure. Asking for more in task order/BPA quotes risks a “no quote” from a Schedule contractor unable to recover those costs. Examples of quote obstacles to be removed include:

- unnecessarily short proposal response times
- unduly burdensome proposal instructions (oral and written)
- excessive number of evaluation factors/subfactors
- acronym filled statements of work only the incumbent can understand
- asking for *cost proposals*, cost and pricing data, or anything requiring an audit using FAR 15.3 concepts and procedures

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<sup>1</sup> Adapted to Schedules orders and all footnotes added by [david.clemens@gsa.gov](mailto:david.clemens@gsa.gov), (updated June 2009), partially based on a similar document for GWAC orders (original author unknown).

<sup>2</sup> *CourtSmart Digital Sys., Inc.* B-292995.2, B-292955.3, Feb. 13, 2004; *ACS Government Solutions Group, Inc.*, B-282098.2, B-282098.3, June 2, 1999.

<sup>3</sup> *Ellsworth Associates, Inc. v United States*, 45 Fed. Cl. 388 (1999); *Computer Products, Inc.*, B-284702, May 24, 2000; *Intelligent Decisions, Inc.*, B-274626.2, December 23, 1996; *ViON Corporation*, B-283804.2, January 24, 2000.

Not using FAR 15.3 concepts and procedures has the following implications for your task order selection process:

1. There is no requirement to set a “competitive range” using all the published evaluation factors. This means that you can save yourself and the Schedule contractor considerable time and money by phasing your procurement in a manner that uses the least costly factors to initially down-select the quoters. For example, after providing your RFQ, you could initially down-select based upon a 10 minute telephonic presentation of an “overall concept.” Then, in a subsequent phase, you could obtain more detailed information such as a price quote (or, in a BPA, simply an offered discount below the *GSA Advantage!*® price for all orders) or technical description for those contractors remaining.
2. Since a competitive range is not established, there is no need to be overly focused on the nature of exchanges with the offerors. Ordinarily, in a FAR 15.3 procurement, the Contracting Officer draws a distinction between “communications” and “discussions.” There need be no such caution on a Schedule order. You can engage in detailed exchanges about any aspect of a quote at any time. Naturally, you should make every effort to treat each quoter equitably. You must not be biased, arbitrary, or capricious and your decisions must be adequately (but not overly) documented. Protests are possible, but the risks are lower if you streamline the procurement as much as possible. But the biggest risk is that the Schedule contractor will simply refuse to quote if you are perceived as undermining the integrity of the procurement process.
3. There is no requirement to capture “The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation...” as required in FAR 15.305. This means your evaluation system can be very streamlined. For example, you can use any evaluation system you wish such as pluses and minuses or simply narrative statements as long as you fully justify your ultimate tradeoff selection.
4. You are not bound by the rules in FAR 15.3 for evaluating past performance, such as the requirement to provide a neutral rating to a quote without any past performance. Further, if you choose not to use past performance as an evaluation factor, there is no requirement to document the file with your rationale.
5. There is no requirement to follow the FAR 15.305 requirement to “evaluate competitive proposals and then assess their relative qualities.” In other words, your evaluation system can immediately compare (and remember, we don’t say “compete” because the CICA requirements have already been met) one quote to another in order to determine the rank ordering for selection. There is no need to first consume time rating each quote independently against the evaluation factors before making a comparison. This significantly speeds the evaluation process. Of course, you must evaluate the way you said you would in your task order/BPA RFQ.

# Handout G: How Can I Read the Clauses in the GSA Contracts for a Particular Schedule?

[daniel.briest@gsa.gov](mailto:daniel.briest@gsa.gov), 2/25/2010

## Step 1. Determine the Schedule Number/Name of Interest

Using [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov), determine the Schedule number. Select the Schedule number from the upper right corner of that GSA eLibrary homepage. (In this example, Schedule 874 MOBIS is selected.) Select <Go>.

Welcome to GSA eLibrary - Windows Internet Explorer provided by General Services Administration

File Edit View Favorites Tools Help

Address <http://www.gsaelibrary.gsa.gov/ElbMain/home.do> Go Links

**GSA eLibrary** GSA Federal Acquisition Service Home eBuy - quotes GSA Advantage - online shopping Help

Welcome! GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquisition services that provide best value, in terms of cost, quality and service, for federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information on what GSA has to offer, visit [GSA.gov](http://GSA.gov).

**Search** in all the words Search

enter Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number

View an Alphabetical Listing of available Contractors (a-z)

**Category Guide**

- Fall/Winter
- Disaster Relief
- Homeland Security
- IT Solutions & Electronics
- Law Enforcement, Fire, & Security
- Recreation & Apparel
- Tools, Hardware, & Machinery
- Vehicles & Watercraft
- Building & Industrial
- Furniture & Furnishings
- Hospitality, Cleaning, & Chemicals
- Laboratory, Scientific, & Medical
- Office Solutions
- Services
- Travel & Transportation Solutions
- Wildland Fire & Equipment

**Quick Schedule**

Go to 874

738X

75

751

76

78

81

84

871

874

874V

899

GSA technology contracts cover the whole spectrum of IT solutions, from network services and information assurance to telecommunications and purchase of hardware and software.

View technology contracts

GSA technology contracts info

**State and Local Governments**

**Cooperative Purchasing**

States and localities can now purchase IT products, services, and support equipment as well as law enforcement, security, facilities management, fire, rescue, clothing, marine craft and emergency/disaster response products and services from Federal Supply Schedules.

View participating vendors

Cooperative Purchase FAQ

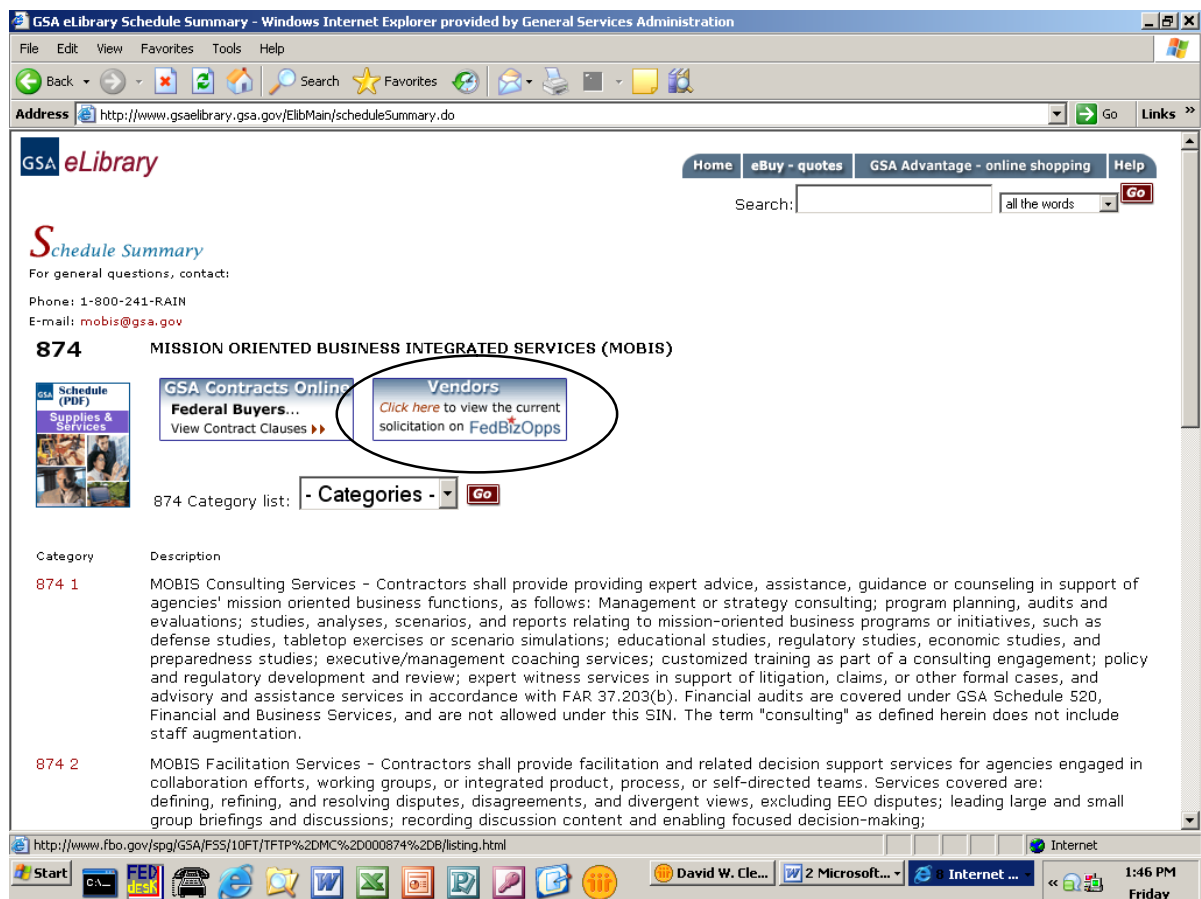
**Disaster Recovery Purchasing**

Purchase products and services to

Start David W. Cle... MAS Desk R... Internet ... 1:39 PM Friday



**Step 2.** At that Schedule's eLibrary page (the one with all the Special Item Numbers [SINs] listed), select the button bar marked *<Vendors – Click here to view the current solicitation on FedBizOpps>*.



(I suggest **not selecting** the *GSA Contracts Online* button bar, even though it might seem like the right choice here. This is because *Contracts Online* is still sometimes lagging behind what is actually at FedBizOpps for some Schedules. I think it is a best practice to go to FedBizOpps to ensure you get the current clauses.)

There is more than one way to get to the FedBizOpps-posted solicitation. This example uses GSA Schedules eLibrary but remember that you can also get to FedBizOpps via that Schedule's gsa.gov page (e.g., [www.gsa.gov/mobis](http://www.gsa.gov/mobis)) .

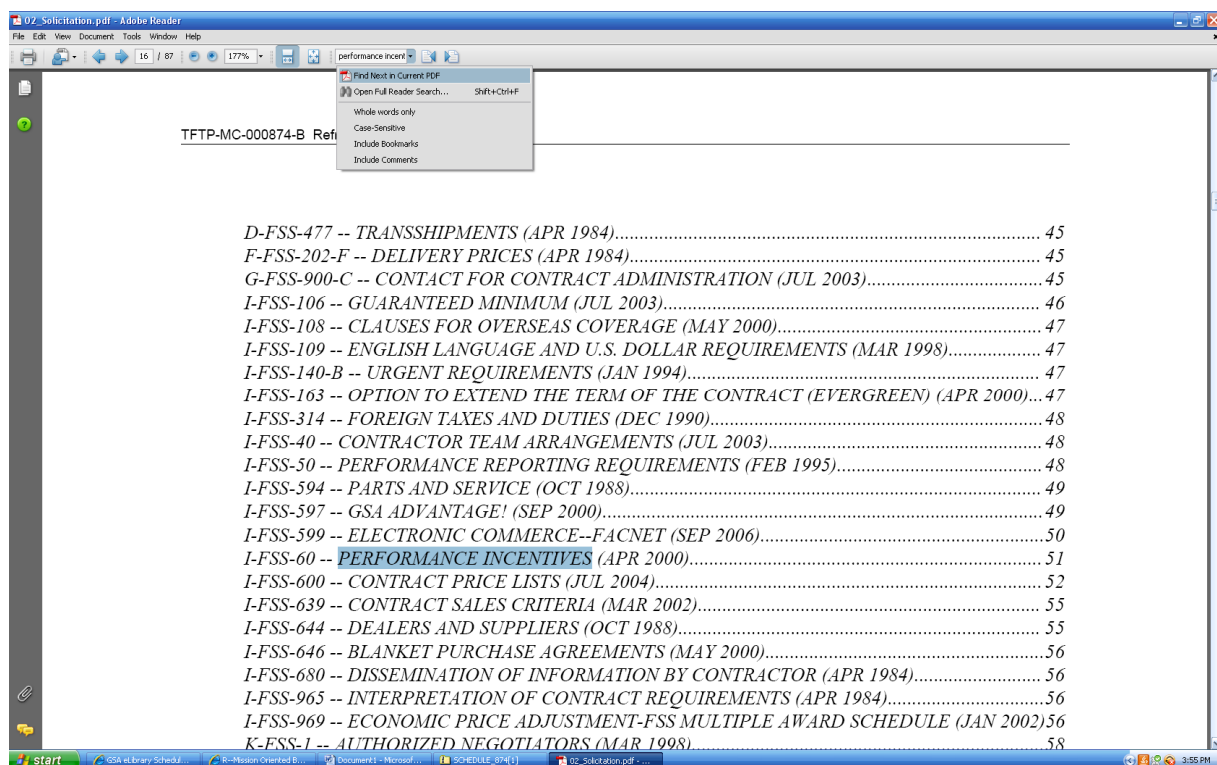
**Step 3. At the FedBizOpps page for that Schedule's standing solicitation, open the document entitled "Solicitation." (If there is one, also open the document entitled "Regulations Incorporated by Reference.")**

The screenshot shows the FedBizOpps.gov website. The main header includes the FedBizOpps.gov logo and navigation links. The page title is "R-Mission Oriented Business Integrated Services (MOBIS)". The solicitation number is TFTP-MC-000874-B. The page includes a "Notice Details" section with a "Complete View" button. The "Complete View" section shows a list of documents, including "Original Synopsis", "Changed", "Award", and "Award". The "ALL FILES" section lists various documents, with "22 - Solicitation" and "24 - Regulations Inc..." circled. An arrow points to the "13 - All Files" link. The "GENERAL INFORMATION" section shows the notice type as "Solicitation" and the original posted date as April 18, 2008.

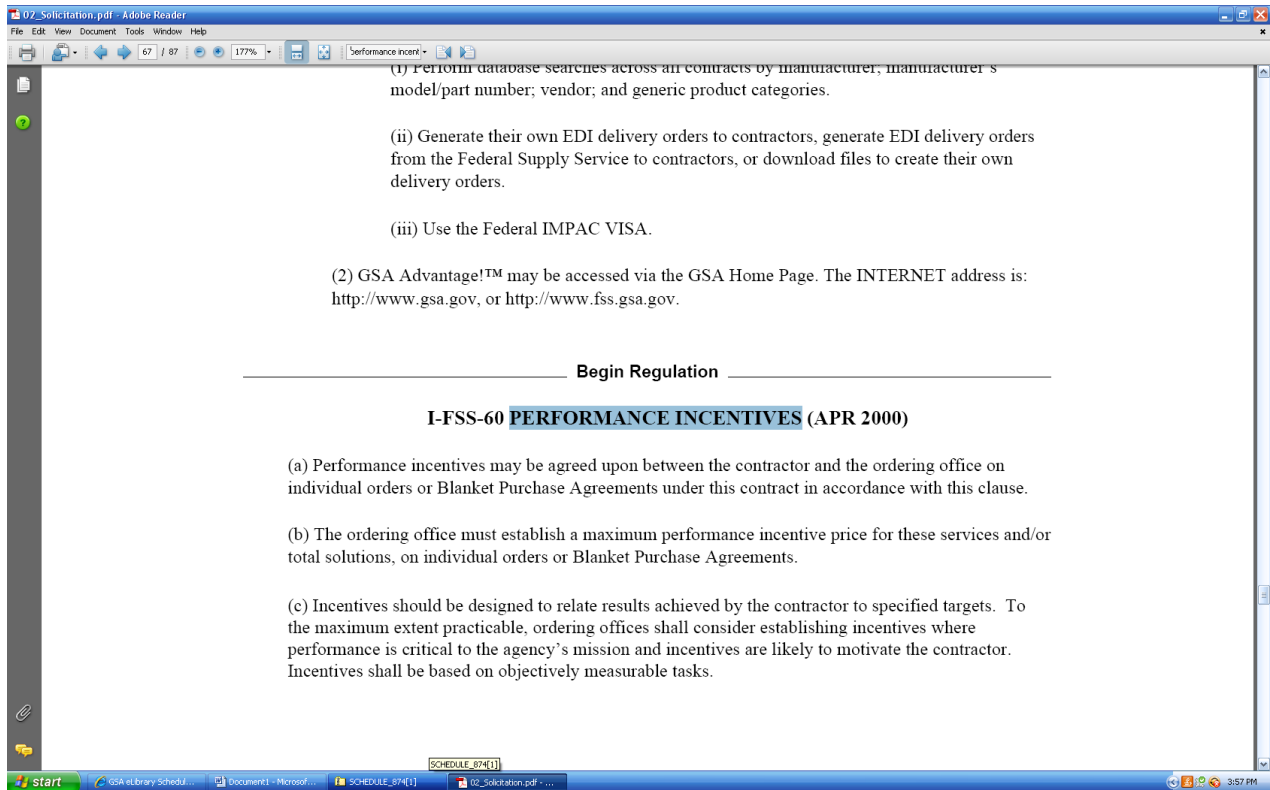
For the newer solicitations, you will need to search *both* (circled above) documents for the clause of interest. For the older solicitations, the document *Solicitation* includes all clauses.

If you are interested in browsing the other documents in the standing solicitation, select "All Files" (see arrow above) to see all the files.

**Step 4. Search the Documents.** The documents you select will open as PDF or Word documents that you can search for keywords.



In these examples, the ordering activity was interested in what the Schedule contracts say about “performance incentives.” Using a keyword search is easier than browsing the entire solicitation document if you already know what you are looking for.



# Handout H: Resources for Schedules Information & Training<sup>1</sup>

1. Read FAR SubPart 8.4. (It's not too long and very important.)
2. Read the *Multiple Award Schedules Desk Reference (2010)* [and then order some copies for the office]. (Publication #5-10-00321 ordered at <http://apps.fas.gsa.gov/cmls/index.cfm> )

Or download it here:

[http://interact.gsa.gov/sites/default/files/mas\\_desk\\_reference\\_-\\_2010.pdf](http://interact.gsa.gov/sites/default/files/mas_desk_reference_-_2010.pdf)

Or view an online version here: <http://www.gsa.gov/portal/content/226369>

## 3. Use the GSA Websites (FAQs & Tutorials)

- a. [www.gsa.gov/schedules](http://www.gsa.gov/schedules) (check out the FAQs there)
- b. *Schedules eLibrary* (<http://www.gsaelibrary.gsa.gov>)

- For information on a particular Schedule (SIN descriptions and list of contractors holding that SIN) pull-down Schedule name/number from *Quick Schedule* in upper right or from *Federal Supply Schedule Listing*
- Clicking on a contractor name gives information on that company's Schedule contract (or contracts), including contact information for both the company and for the GSA Contracting Officer.
- Use the search text box at the *Schedules eLibrary* home page to search by contractor name, Schedule contract number, or words in a SIN description (but not the text in a contractor's pricelist directly - - use *Advantage* for that).
- At a contractor's *eLibrary* page (showing SINs awarded), click on "Contract Terms & Conditions" to open up that particular contractor's price list (labor categories and rates for preparation of Government Estimate or for market research).

## c. *GSA Advantage!*® (<http://www.gsaadvantage.gsa.gov>)

- Use search text box (*Advanced Search* is useful) at *GSA Advantage!*® home page to search for PWS-relevant words in contractor's Schedule price lists.
- Remember to select search in "Services" (pull down) to limit results just to services.
- An **improved Advantage-based search mechanism** optimized for more productive searches of GSA contractor price lists can be found at <http://www.region10.us/><sup>2</sup>
- Always check a Schedule contractor's Task Order price quote against their GSA-approved *Advantage!*®-posted contract pricelist. The only assurance you have that a contractor was actually awarded a SIN, a labor category, or a particular (ceiling) price is to see that pricelist on the *GSA Advantage!*® website.

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<sup>1</sup> Updated 2/18//2011, [daniel.briest@gsa.gov](mailto:daniel.briest@gsa.gov)

<sup>2</sup> Thanks to Jon Bearscove of GSA/FAS Region 10 for creating this useful enhanced *AdvantagePlus!* search engine.

- *Advantage* is also an ordering method for products or for some very simple services not requiring a PWS.

d. *eBuy* (<http://www.ebuy.gsa.gov>)

- A Schedule RFQ system also very useful for *Requests for Information* notices. Use it in the same way we would use a *Sources Sought* notice on FedBizOpps for non-Schedule market research (like posting a draft PWS for industry comment).

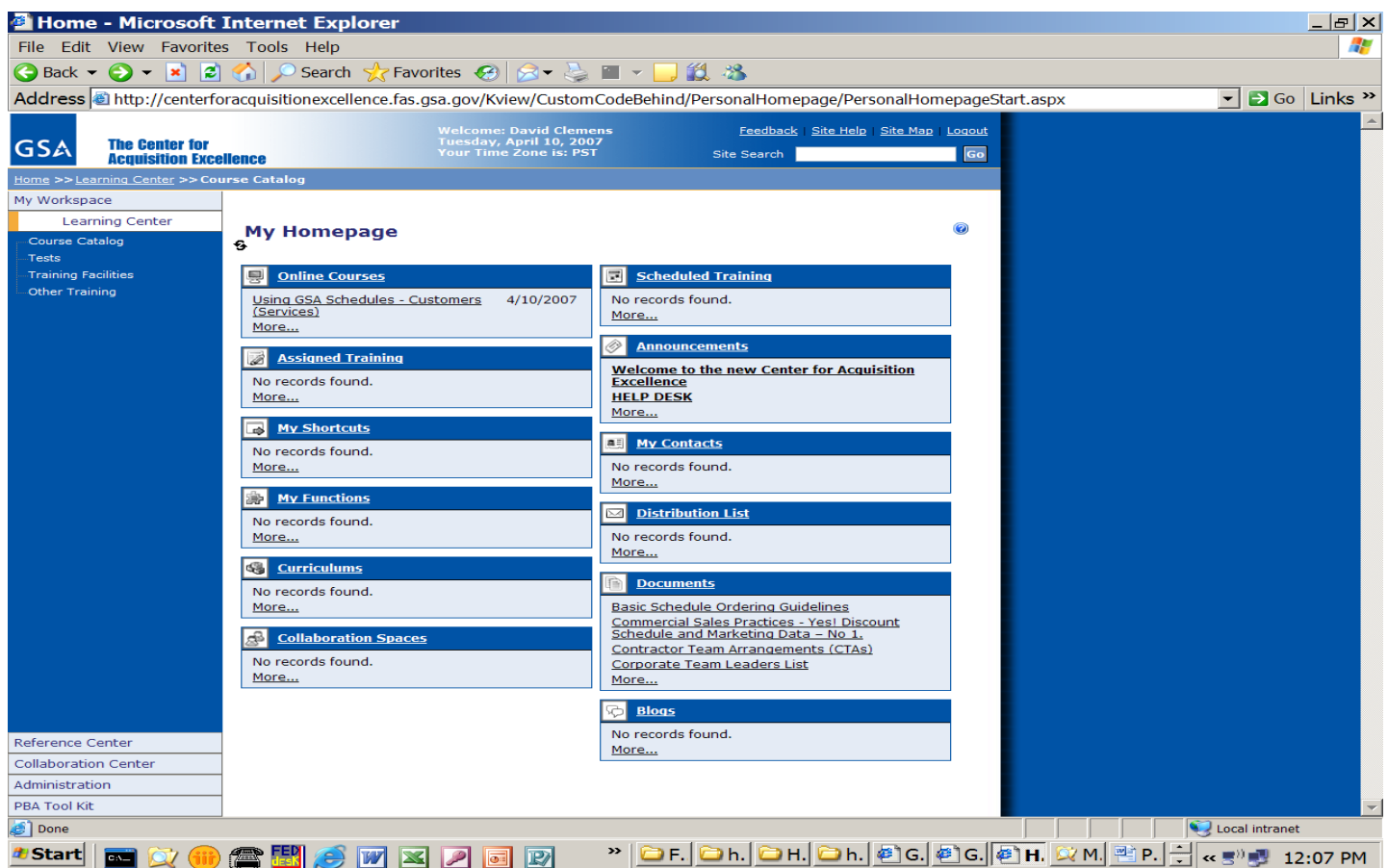
- A good method to communicate requirements to all holders of a particular SIN, either a new requirement or as part of market research.

- Can attach PWS or drawings to an *eBuy* RFQ (5MB limit for each document)

- Learn about using *eBuy* for RFQs by selecting *eBuy Training* and then *Buyer Tutorial*

## 4. Take the Online Schedules Ordering Course (one for Services, one for Supplies)

Register at <http://cae.gsa.gov>:



- a. Download the GSA Order Checklist from *Documents*.
- b. Take the free online course “*Using GSA Schedules – Customer (Services)*”
- c. Also check out the *Performance Based Acquisition Toolkit*.

**5. Contact Your Local GSA Customer Service Director (CSD)**  
(<http://www.gsa.gov/csd>)

**6. Contact the GSA Schedules Contracting Officer/Acquisition Center** (every Schedule contract has a CO [see *Schedules eLibrary*] and every Schedule has a Business Management Specialist [see that Schedule’s webpage at gsa.gov])

**Listen to Our Podcast Episodes and Webinar Audio at**  
<http://interact.gsa.gov/wiki/links-audio-ordering-schedule-services-podcasts-webinars> [includes Schedule myths busted and written program notes for all (currently six) episodes]:

- a. Acquisition Planning for Schedule Services (27 min.)
- b. Scope & Market Research for Schedule Orders (50 min.)
- c. The Request for Quotations (47 min.)
- d. Ordering Procedures for Task Orders (1 hr. 6 min.)
- e. Socioeconomic Programs and Schedules (41 min.)
- f. What Does GSA Do to Award/Administer a GSA MAS Contract? (33 min.)

**7. Read a Book**

Chierichella, J. and J. Aronie. *GSA Schedule Handbook*: 2008-2009 Edition, Thomson-West, 503 pp.

**8. Read and Comment on the GSA Services Ordering Blog:**  
**“Services Ordering Solutions: Avoiding MAS Confusion”**  
<http://interact.gsa.gov/groups/services-ordering-solutions>